

0 4 APR 1994

**OPNAV REQUIRED PERSONNEL APPOINTMENTS**

<u>ARTICLE</u>	<u>WHO IS BEING APPOINTED</u>	<u>WHO APPOINTS</u>	<u>NAMES PROVIDED TO</u>
101 - CACO	Casualty Assistance Calls Officer (primary and alternate) for duty in the Directorate and on the NDW watchbill, when requested	OPO	N09B20
104 - Navy Sponsor Program	Directorate sponsor coordinator	OPO	N09B20
206 - GENSER Message Courier	Personnel authorized to pick-up and deliver regular, Top Secret, Personal For and Special Category messages (submit OPNAV 2300/4 in January and July)	OPO	N653 (OPNAV Communications Officer)
206 - GENSER Message Courier	Personnel authorized to pick-up and deliver classified special codeword messages (submit OPNAV 2300/4 in January and July)	OPO	N653
206 - GENSER Message Courier	Personnel authorized to pick up and deliver messages during non-duty hours, weekends and holidays (submit memorandum showing names and clearances each month)	OPO	N653
217 - Supplies & Equipment 219 - Property Management	Supply & Equipment Coordinator and alternate	OPO	N09B32 with signed DD 577 (Signature Card)
218 - Telephone Service	Line-Load Control key personnel (updated semiannually)	OPO	N09B32
223 - NORA	NORA representative - primary & alternate	OPO	N09B
223 - NORA	NORA treasurer	N09B	N/A

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225 - TEMADD	TEMADD Control Officer and alternate	OPO	N09B20
227 - Privacy Act	Privacy Act Coordinator	OPO	N09B30
232 - Security of Alarmed Areas	Personnel authorized to open or secure alarmed areas	OPO	N09B31E
301 - Incentive Awards	Civilian and military personnel to serve as members of the OPNAV Incentive Awards Board	OPO when requested by N09B	N09B
302 - Civilian Personnel	Personnel liaison	OPO	N09B23